

MINUTES OF BOARD OF DIRECTORS' MEETING  
HELD THURSDAY, DECEMBER 6, 1962

Present were:	Mr. Williams	Mr. Sterling
	Mr. Merdinger	Miss Voigt
	Mr. Barlow	Mrs. Rosenberg
	Mr. Schein	Mr. Geaney
	Dr. Paddock	Mr. Wilson
	Mr. Cooper	

From Staff: Mr. Kilduff

In the absence of Mr. Hardin and Dr. Wood, Miss Voigt, 2nd Vice President, presided.

MINUTES OF LAST BOARD MEETING

Minutes of last Board Meeting were approved as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for the month ending October 31, 1962, which showed - ten months Disbursements \$81,690.71 - ten months Receipts \$72,031.38 - Disbursements in Excess of Receipts \$9,659.33. He also reported to the Board that the Budget Committee hearing for the Family Service Bureau before the Welfare Federation will take place Friday, January 25, 1963 at 12:30 p.m. in their Board Room at 45 Branford Place.

FINANCE COMMITTEE REPORT

Mr. Williams reported that the Investment Advisors had met on November 26, 1962 and after a complete review of the portfolio made no recommendations for change at that time. However, they decided to look carefully at the market for the next few weeks in anticipation of another meeting which Mr. Williams and the Investment Advisors will hold on December 27, 1962 at the Down Town Club at 12 noon to again review the portfolio.

The current return was discussed fully by the Board and several members felt that the income was low. Nevertheless, expressed themselves as pleased with the special attention Mr. Williams and the Investment Advisors are giving to the matter of current income.

BUILDING COMMITTEE REPORT

Mr. Merdinger reported that as of this meeting the demolition phase of remodeling 15 Fulton Street had been completed and the work was going along as scheduled. A payment of \$2,480 was made to the R. D. Construction Company on December 3, 1962. Since the last meeting with the Board, both he and Mr. Wilson had approved the resurfacing of the entire building with cementitious "brickface". The additional cost will be \$2,770. Also he and Mr. Wilson approved the installing of a new sheetrock ceiling throughout the basement area, which was not considered in the original estimate. This additional charge will be \$276.40. It was both Mr. Merdinger's and

Mr. Wilson's opinion that this would make 15 Fulton Street quite outstanding. The date for the completion of the work is still set as January 18, 1963.

#### PUBLIC RELATIONS COMMITTEE REPORT - OPEN HOUSE

Mr. Geaney, as Chairman of the Public Relations Committee, suggested to the Board that since the Bureau will be moving into its new quarters, consideration be given to having an Open House the first part of February. He suggested that the Board should think in terms of appropriating a small amount of money to take care of this expense. However, the Public Relations Committee has not yet met to discuss what arrangements should be made for such an Open House and at the next Board Meeting, to be held January 31, 1963, he will be prepared to make a recommendation to the Board as to what the Public Relations Committee would like to spend and how the Open House should be planned. The Public Relations Committee will meet sometime in December.

#### PERSONNEL POLICIES COMMITTEE REPORT

Mr. Sterling reported that the Personnel Policies Committee met on November 29, 1962 and decided at that time they would meet quarterly. They reviewed the present salary range of the agency for caseworkers - \$5,200 to \$8,500, with yearly increment of \$350. At this meeting, the Executive Secretary, Mr. Kilduff, asked the Personnel Policies Committee to study the feasibility of setting up an administrative salary range for the agency. At present it is impossible for the Executive Secretary to give to the Director of Casework Services an annual increment without review by the Personnel Policies Committee, who in turn must then present it to the Executive Committee for approval. It was his suggestion that this salary scale should be studied and the committee agreed. In their next meeting, which will be held in February 1963, they will discuss this recommendation in full. However, for the present, he recommended to the Personnel Policies Committee that Mrs. Casey be considered for a \$500 increment effective January 1, 1963 to bring her salary more in line with her administrative responsibilities. At present she is earning \$8,500 a year and this would bring her salary to \$9,000. The Personnel Policies Committee approved this recommendation of the Executive Secretary.

Also recommended to the Personnel Policies Committee at this meeting was that the minimum salary scale for clerical workers be raised to \$70 a week for those with experience. The Personnel Policies Committee approved this recommendation with the proviso that the Executive Secretary exercise prudent judgment in giving such a salary to a beginning clerical worker without experience.

After discussion, Mr. Cooper moved, Mr. Schein seconded, and the Board unanimously approved the adoption of the recommendations of the Personnel Policies Committee.

#### AGENCY REPORT

Mr. Kilduff reported that through the first ten months of 1962 1162 families have been under care. The agency has handled more cases in this ten month period than was handled for the entire year of 1961. The average number of active families per month for the

first ten months of 1962 is 237, as compared to 194 families per month for the entire year of 1961. This indicates, if the present trend continues, our staff might have to be expanded in 1963. However, the decision to add additional members to the staff would not be forthcoming until the early part of next year and only after review with the Personnel Policies Committee.

In the first ten months of 1962, the agency has realized \$6,326.65 in fees. At the end of November, fee income had risen to \$7,000. It is now estimated that for the 12 month period the agency may realize between \$7,300 and \$7,500. If the present trend continues, it is possible fees could increase next year to \$10,000.

## OTHER BUSINESS

### ESTABLISHMENT OF MEMBERSHIP

Miss Voigt stated in our revised Constitution & By-Laws, it states a membership may be set up by the Bureau. It was her feeling that a membership should be established and a committee should be formed immediately to work on membership. In discussing this program, the Board pointed out that a membership had always been a part of Family Service Bureau, but it had become inactive in the last few years. However, in discussing the membership, Miss Voigt suggested that it should encompass not only outstanding people in the community, and people who have been interested in our organization for some time, but it should be offered to clients and former clients who have used our service. Dr. Paddock felt this suggestion of offering membership to clients and former clients was a new approach and quite commendable. Other Board Members concurred. After discussion it was suggested that plans for membership should be discussed fully by the Public Relations Committee at its next meeting and returned to the Board with a suggested plan that would be advantageous for the agency.

The Executive Secretary asked for Board approval to send a check for \$50 to the Christmas Bureau of United Appeals. Two years ago the Board voted such a cash donation and it worked exceedingly well. Last year no action was asked in this matter and as a result many people came to the agency for Christmas help with the result that some people were being helped by two or three different agencies. With the control in the Christmas Bureau, of the Welfare Federation, the \$50, if appropriated, could service more clients who need help during the Christmas Season, without the possibility of duplicating service to such families. The Board unanimously approved sending a check of \$50 to the Christmas Bureau, to be used specifically by this Bureau for needy families during this season of the year.

Next meeting of the Board will take place on Thursday, January 31, 1963.

Merry Christmas and a Happy New Year to all!

Edward V. Kilduff  
Executive Secretary